

**JEFFERSON COUNTY BOARD  
COMMITTEE MINUTES**

**January 27, 2015**

Administration & Rules Committee

**1. Call to Order**

Meeting was called to order by Rinard at 8:30 a.m.

**2. Roll Call**

**Administration and Rules Committee Members**

Members present: Jim Braugher, Jennifer Hanneman, Amy Rinard and Jim Schroeder. Steve Nass, Excused.

Others Present: Ben Wehmeier, County Administrator; Tammie Jaeger, Administrative Secretary; J. Blair Ward, Corporation Counsel, Supervisor Walt Christensen.

**3. Certification of compliance with Open Meeting Law Requirements**

Wehmeier certified compliance with the open meeting law.

**4. Review of Agenda**

Items 10, 11 & 16 were moved to accommodate staff.

**5. Public Comment**

**6. Approval of November 26, 2014 Administration & Rules Committee meeting minutes**

Motion made by Hanneman; Second by Braugher to approve the November 26, 2014 Administration & Rules Committee meeting minutes as presented. (Ayes-All) Motion carried.

**7. Correct and approve the December 9, 2014 County Board minutes**

Corrections were distributed for the committee members to review.

Motion made by Schroeder; Second by Hanneman to approve the December 9, 2014 County Board meeting minutes as corrected. (Ayes-All) Motion carried.

**8. Communications**

- Report "Regional Collaborations: Finding Opportunity in Partnerships"
- Cooperative Agreement Relative to Transportation Planning Services in that Portion of Jefferson County Included in the Milwaukee Urbanized Area
- County Administrator's Monthly Report
- Resolution No. 2012-18 "Establishing policy for commemorative personal recognition signs or plaques on county property"
- Social Media Policy & Guidelines Social Media Moderator Policies

**9. Update - Task Force on County Government Organization and Operations**

Hanneman explained that the Task Force is taking a look at audits and recommendations that have been completed for the county. No action taken.

**10. Discussion and possible action on improving the procedure for having two public comment periods during County Board.**

The committee discussed how to make this new public comment procedure more clear to the public. It was suggested that somebody be stationed at the public comment sign-in sheet initially to help explain the procedure. Schroeder will make every effort to discuss it with individuals before the meeting. No action taken.

**11. Discussion and possible action on Ordinance 2014-30 "In regard to County committees, boards, commissions or other bodies, (1) AMEND Board Rules regarding procedure for election of officers and (2) create section allowing chair to maintain reasonable control of public comment" referred back to the committee by the County Board.**

A copy of the Ordinance was provided for the committee to review. Schroeder discussed the intent of the ordinance change. The language in the ordinance came from Robert's Rules of Order so it was suggested that it be noted in the ordinance. Christensen doesn't want public

comment periods to be limited to items on the agenda. Ward explained that these rules are already implied, but this would just further clarify it for the public. The committee discussed some wording changes. Ward suggested that additional language be added to the County Board Rules related to County Board meetings which would also address committee meetings. Another suggestion was made to make a note specifying the related board rule. Schroeder suggested that this should be left up to the Committee Chair's during this trial period and that the committee agenda could include two public comment periods at the Chair's discretion. Ward will make the changes to the ordinance. A revised draft will be reviewed by the committee at the next meeting. No action taken.

**12. Discussion and possible action on newspaper contract cost and charges for formatting.**

Ward talked with Daily Union staff about the contract. The bid specifications include some special formatting, but certain formatting requires extra labor costs. Some research will be done to see if county staff can change the way the minutes are formatted before they are sent to the newspaper. Wehmeier will discuss this with staff and report back to the committee at the next meeting. No action taken.

**13. Discussion of policy for commemorative plaques in county facilities.**

A copy of Resolution 2012-18 "Establishing policy for commemorative personal recognition signs or plaques on county property" was provided for the committee to review. This resolution was referred back to the Infrastructure Committee by the County Board, but was never acted upon. The committee felt that this should be forwarded to the Infrastructure Committee for review at their next meeting. Feedback from the Infrastructure Committee will be brought back to the Administration & Rules Committee at their next meeting. No action taken.

**14. Discussion and possible action on records retention and social media.**

Wehmeier explained that social media is now considered public record. The county currently limits access to staff who can post social media and as a general rule does not delete anything that is posted. Ward has been looking at different models for records retention of social media. Ward is looking for input from the committee to draft a policy for Jefferson County. He will provide a draft policy for the committee to review at their next meeting. No action taken.

**15. Discussion and possible action on resolutions, letters or reports from other governmental agencies**

None

**16. Review and discuss agreement with Southeast Wisconsin Regional Planning Commission.**

A copy of a report "Regional Collaborations: Finding Opportunity in Partnerships" and a copy of the agreement was provided for the committee to review. Wehmeier reviewed the information with the committee. Wehmeier and staff met with members of the Southeast Wisconsin Regional Planning Commission. The committee discussed the importance of being part of a larger planning organization. Wehmeier and staff are also looking at other planning organizations in the area. Genevieve Borich, Economic Development Director, will be giving a presentation to the County Board on this topic in February and the agreement will be brought before the County Board for consideration in March. This will be discussed at the next meeting. No action taken.

**17. Review Financial Reports**

- a. County Administrator
- b. Clerk of Courts
- c. Corporation Counsel
- d. County Board
- e. Register of Deeds

Financial reports were provided for the committee to review. Wehmeier explained that staff is working on the Clerk of Courts budget which is over budget. Wehmeier is also working with the Register of Deeds on their budget. No action taken.

18. **County Administrator's monthly report**

A copy of the monthly report was provided for the committee to review. Wehmeier addressed questions from the committee. No action taken.

19. **Set next meeting date**

The next meeting is scheduled for Wednesday, February 25<sup>th</sup> at 8:30 a.m.

20. **Tentative Future Agenda Items and Meeting Dates**

- Approval of January 27, 2015 Administration & Rules Committee meeting minutes
- Approval of February 10, 2015 County Board meeting minutes
- Discussion and possible action on resolutions, letters or reports from other governmental agencies
- Update – Task Force on County Government Organization and Operations
- Discussion and possible action on Ordinance 2014-30 "In regard to County committees, boards, commissions or other bodies, (1) AMEND Board Rules regarding procedure for election of officers and (2) create section allowing chair to maintain reasonable control of public comment" referred back to the committee by the County Board
- Discussion and possible action on newspaper contract cost and changes in formatting
- Discussion and possible action on policy for commemorative plaques in county facilities
- Discussion and possible action on records retention and social media
- Discussion and possible action on agreement with Southeast Wisconsin Regional Planning Commission

21. **Adjourn**

Motion made by Hanneman; Second by Braugher to adjourn at 10:20 a.m. (Ayes-All) Motion Carried.